



Existing Home Business

Handout #45-C Revised 8/23/04

What is a Home Business?

Home businesses are commercial activities carried on within a dwelling by a member or members of the family who occupy the dwelling. The home business is secondary to the use of the dwelling for living purposes, and the residential character of the dwelling must be maintained.

In Clark County, home business must be owned and operated by the resident owner or renter. If more than one home business is operated out of the home, all businesses in combination must not exceed the applicable standards. Uses that are otherwise listed as permitted outright, a conditional use, or a use subject to review and approval under the zone in which the property is located, cannot be approved under the home business ordinance.

Do all Home Businesses need a Home Business permit?

If your business has a minimal impact to the neighborhood, and limited to the following standards, a home business permit from the county is not required, **however a building permit may be required**:

In urban areas:

- A maximum of 25% of habitable floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the business;
- No use of accessory structures for the home business;
- Maximum of 2 employees who come to the home business location, with one parking space on-site for each non-resident employee;
- No customers that come to the home business location;
- No outside storage;
- No heavy equipment; no more than one home business-related vehicle;
- No on-site retail sales; and,
- No more than one sign related to the home business of 2 square feet or less.

In rural areas:

- A maximum of 25% of habitable floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business;
- Use of up to 400 square feet of an accessory structure;
- Maximum of two employees who come to the home business location, with one parking space on-site for each non-resident employee;
- No customers that come to the home business location;
- No outside storage;
- No heavy equipment; no more than one home business-related vehicle; and, no on-site retail sales; and,
- No more that one sign related to the home business of 2 square feet or less.

Note:

- There is no minimal lot size for exempt home businesses; and,

- Two or more exempt home business on the same parcel require application for a Type I or II Home Business permit if the combined features of each business exceed the above standards.

What is the difference between a minor and major Home Business?

The review process depends on whether you are in the urban or rural areas, and the extent of the impacts the business may have on the neighborhood. The distinctions are summarized below:

Minor Home Business Urban	Minor Home Business Rural
A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business	A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of up to 400 square feet of an accessory structure	Use of up to 1000 square feet of an accessory structure
Maximum of 2 non-resident employees; one parking space for each	Maximum of 3 non-resident employees; one parking space for each
Maximum of 6 on-site customers per day	Maximum of 6 customers per day
No heavy equipment or outside storage; one business-related vehicle	No outside storage; 2 business-related vehicles; 2 pieces of heavy equipment
No on-site retail sales activity	Incidental on-site retail sales only
Hours of operation: 7 a.m. to 8 p.m.	Hours of operation: 7 a.m. to 8 p.m.
May have 1 sign up to 2 square feet in size	May have 1 sign up to 2 square feet in size

Major Home Business Urban	Major Home Business Rural
A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business	A maximum of 25% of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of up to 900 square feet of an accessory structure	Use of accessory structure based on parcel size; see table 40.260.100-1
Maximum of 3 non-resident employees; one parking space for each	Number of non-resident employees based on parcel size; see table 40.260.100-1; one parking space for each
Maximum of 12 customers per day	12 customers per day
No heavy equipment or outside storage; one business-related vehicle	Outside storage based on Table 40.260.100-1; vehicles and heavy equipment based on Table 40.260.100-1
No outside activity area	Activity area minimum 50' setback and screened
Incidental on-site retail sales only	Incidental on-site retail sales only
Minimum lot size: 10,000 square feet	Minimum lot size: 2.5 acres
Hours of operation: 7 a.m. to 8 p.m.	Hours of operation: 7 a.m. to 8 p.m.
May have 1 sign up to 2 square feet in size	May have 1 sign up to 2 square feet in size

Note: On-site retail (other than incidental), adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, automotive recycling material facilities, and in urban areas, new facilities for servicing motor vehicles are prohibited.

What if I am already operating a home business?

If you have already received a permit to operate a "Home Occupation" from the county (i.e., the home business was legally established prior to June 15, 2004), a new "Home Business" permit is not required.

For existing home businesses that were not legally established, the requirements vary depending upon when the business was in operation. If your home business was in operation on or before June 15, 2004, it is considered an "existing business," and the following standards apply.

Home business in operation on or before January 1, 2001:

- Make application for a home business permit by June 15, 2005;
- Provide proof that the existing home business (at the same location) has been in continuous operation since January 1, 2001;
- Provide proof that the existing business is in compliance with applicable state licensing, registration, and taxing regulations;
- Sign a statement of understanding that the home business permit is property-specific, personal to the original application and is not transferable;
- All standards and conditions of approval must be met by June 15, 2006; and,

For an urban home business:

1. Home business is owned and operated by resident owner or renter;
2. Only one home business sign of two square feet or less is allowed;
3. On-site retail (other than incidental), adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, automotive recycling material facilities, and auto repair activities are prohibited.
4. The home businesses complies with all state and county regulations governing nuisance effects, including Chapter 9.24 Nuisances, and with the following standards:
 - a. Noise: Home businesses shall comply with state maximum environmental noise levels as defined in WAC Chapter 173-60, and CCC, Chapter 9.12;
 - b. Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line; and,
 - c. Electromagnetic radiation and line fluctuation: Any business activities or use of equipment that creates visible or audible interference in radio or television receivers or fluctuations in line voltage at or beyond the property line is prohibited;
5. Any use of hazardous material or disposal of hazardous waste by home-based businesses shall comply with all applicable federal, state and local regulations. Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems;
6. No more than 10% of the parcel is used as an activity area and is landscaped and screened to an L3 standard;
7. Storage of heavy equipment and material outside only within the activity area; and,
8. The business footprint and activity area remain the size existing on June 15, 2004, unless any increase complies with the standards for new home businesses.

For a rural home business:

1. Home business is owned and operated by resident owner or renter;
2. Only one home business sign of two square feet or less is allowed;

3. On-site retail (other than incidental), adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, and automotive recycling material facilities are prohibited.
4. Storage of heavy equipment and material is allowed outside only in activity areas.
5. The home businesses complies with all state and county regulations governing nuisance effects, including Chapter 9.24 Nuisances, and with the following standards:
 - a. Noise: Home businesses shall comply with state maximum environmental noise levels as defined in WAC Chapter 173-60, and CCC. Chapter 9.14;
 - b. Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line; and,
 - c. Electromagnetic radiation and line fluctuation: Any business activities or use of equipment that creates visible or audible interference in radio or television receivers or fluctuations in line voltage at or beyond the property line is prohibited;
6. Any use of hazardous material or disposal of hazardous waste by home-based businesses shall comply with all applicable federal, state and local regulations. Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems;
7. An L3 landscape and screening standard for the activity area; and,
8. The business footprint and activity area remain the size existing on June 15, 2004, unless any increase complies with the standards for new home businesses.

Home Businesses established after January 1, 2001 and before June 15, 2004:

- Make application for a home business by June 15, 2005;
- Provide proof that the existing home business has been in continuous operation before June 15, 2004;
- Provide proof that the existing business is in compliance with applicable state licensing, registration, and taxing regulations;
- The home business permit is property-specific, personal to the original application and is not transferable;
- The home business meets the standards listed for Minor or Major Home Businesses above (as applicable); and,
- The standards and any conditions of approval must be met by June 15, 2005.

What kind of evidence do I need to submit in order to prove when I started my home business?

The owner or the applicant the home business bears the full burden of establishing that any home business existed prior to the new home business ordinance. Examples of acceptable proof include, but are not limited to, business license, tax returns, business transaction receipts, utility statements, and dated aerial photographs. Additional information may be required for proving intensity and size of the operation.

When is a Building Permit required for a Home Business?

Before the home business owner applies for a Home Business permit, they should meet with a Customer Service Specialist at the Clark County Customer Service Center to determine if a building permit will be required.

Under the International Building Code (IBC), once the area utilized for Home Businesses exceeds 500 square feet, it is considered a change of use and, therefore, a building permit is required.

Proposed structural changes will require application for a building permit unless it falls under the following exceptions:

- Minor construction and alteration activities, for which the total valuation does not exceed fifteen hundred dollars (\$1,500), provided it does not affect any structural components or reduce existing egress, light, air and ventilation conditions. This exemption does not include electrical, plumbing or mechanical activities which will require a separate permit.

Once the areas used for a home business exceed 500 square feet and employees or customers come to the site, parking for the disabled is required in accordance with the "Uniform Federal Accessibility Standards."

Is outside storage of home business related items allowed?

Yes. Storage of heavy equipment and material may be stored outside, but only within the designated activity area.

Are there additional requirements if I live on a private road?

Yes. If you are applying for an existing home business on a private road, you should attempt to get the signatures of all property owners who share the private road, agreeing that the safety and maintenance impacts associated with the home business are adequately mitigated (see Attachment C-6). If you are unable to get all the signatures, you will be required to apply for a Type II review.

Under the Type II review process, the county will visit the site and may require certain roadway improvements to ensure dust, noise, trip generation, and road safety and maintenance are adequately addressed.

What is the application process?

Staff at the Customer Service Center, located at the Public Service Center, 1300 Franklin Street, 1st Floor, Vancouver, Washington, will assist with the application process.

For an Existing Home Business, and those existing businesses on private roads that also submit a neighborhood agreement, the applicant will be reviewed under a Type I review process. For this type of process, the applicant must submit a completed and signed application form, "Applicant Agreement and County Decision" form, and submit payment of the required fee. A decision on a Type I Existing Home Business application will be issued normally within 21 calendar days.

For an Existing Home Business on a private road that do not submit a neighborhood agreement, the application will be processed under a Type II review. The first step is to determine if a State Environmental Policy Act (SEPA) environmental checklist must be submitted. Generally, if your Home Business proposes the following, a complete SEPA checklist must be submitted with your application:

Activity	Urban	Rural
Parking spaces	40 spaces or more	20 spaces or more
Agricultural buildings	10,000 Square Feet or more	10,000 square feet or more
Commercial, office, school, recreation, storage/served	12,000 square feet or more	4,000 square feet or more

buildings		
Grading	500 cubic yards or more	500 cubic yards or more

Also, if any proposed activity will take place in any of the following critical areas, a critical area permit (e.g., Shoreline or Habitat permit) and a SEPA review is required:

- Shoreline
- Unstable Slopes
- Slopes over 40%
- Floodplain
- Wetlands
- Habitat

Customer Service staff will assist the applicant in determining if a SEPA checklist is required with the application. The SEPA Review Application Form and Environmental Checklist are available at the Customer Service Center.

Once the SEPA checklist is completed, the checklist, along with the completed and signed application form, "Application Agreement and County Decision" form, Private Road Access Review package (if applicable) and fee payment must be submitted to the Customer Service Center. A decision on the application will be made within 78 days from the date the application is deemed Fully Complete.

Note: A pre-application conference is not required for a Home Business request.

What is a SEPA Checklist and what is its purpose?

The State Environmental Policy Act (SEPA) requires that a review of the potential environmental impacts of the proposed developments be conducted. County staff and interested agencies will review the home business application to determine compliance with applicable Federal, State and County Code. A determination will then be made as to whether the impacts will be considered such as: Non-significance (DNS), mitigated non-significance (MDNS), or significance (DS). For a DNS or MDNS determination, an analysis will be incorporated within the Staff Report & Decision referenced below. If a DS determination is made, the applicant is required to prepare an Environmental Impact Statement (EIS) prior to the County considering the proposed home business. The SEPA determination is then published in "The Columbian" newspaper.

What if I didn't submit all of the required information?

Minor Home Business applications (and those on private roads with a neighborhood agreement) will be checked upon submittal to ensure the application is complete. All incomplete submittal packages will be returned to the applicant.

For Major Home Business (Type II eeview) applications (and minor home business on private roads without a neighborhood agreement), the County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application over the counter, the Customer Service staff will conduct a "**Counter Complete**" review of your submittal packages. This initial review ensures that **all items with a bold underlined space** listed within the Major Home Business review submittal requirements have been submitted before accepting your application (see attached submittal lists).

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the "**Fully Complete**" review. This

more detailed review ensures that **all items with a box to the left** listed under the numbered headings of the attached submittal requirements have been submitted. As an example, does the "Site Plan" include the "Location and dimensions of all structures, outside storage areas and activity areas?"

If required items are missing from your original submittal, you will receive a letter of "Not Fully Complete," with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

If all of the submittal requirements have been met, you will receive a "Fully Complete" determination letter and the technical review will begin.

What kind of public notice is provided?

There is no public notice for a Minor Home Business or an Existing Home Business. However, if the minor or existing home business is located on a private road and a neighborhood agreement has not been submitted, notice will be the same as a Type II review set out below.

For a Type II review, a public notice describing the proposal will be mailed to property owners within a 300' radius of the project (if within an urban growth boundary) or a 500' radius of the project (if outside an urban growth boundary), the area neighborhood association representative, and to the applicant. Notice will also be posted in the Columbian newspaper. This notice is mailed within 14 calendar days from the "Fully Complete" date.

The notice will invite written comments to be submitted within 14 calendar days of the date of the notice. Copies of any written comments received in a timely manner will be sent to the applicant. The applicant may submit a written response to the comments received within 14 days from the date the comments are mailed to the applicant.

Can the decision be appealed?

The Responsible Official's decision may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and **\$1070** fee within 14 calendar days after the written notice of the decision is mailed.

What are the Home Business Application fees?

The following fees apply to home business applications.

Minor Urban and Rural Type I Review, and those with private road access/a neighborhood agreement	\$90
Minor Urban and Rural Type II Review with private road access/ no neighborhood agreement	\$1,292
Plus: Minor Home Business/Type I Review if application received after code enforcement action has been initiated	\$90
Major Urban Type II Review without private road access	\$564
Major Urban Type II Review with private road access	1,292

Major Rural Type II Review	\$564
Plus: private road access	\$896
Plus: activity area screening	\$392
Plus:	
Home occupation/Type II if application received after code enforcement action has been initiated	\$564
Other fees (if applicable):	
SEPA	\$381
Fire Marshal	\$297*

* Approval from the Fire Marshal will be required If your home business is non-office type of work (e.g., wood working or other types of manufacturing).

Please Note:

- Approval of this application does not constitute approval of modification to existing driveways or construction of a new driveway. Construction of a new driveway or modification to an existing driveway requires a "Driveway Approach Permit," which is issued at the Customer Service Center; and,
- This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code Section 40.260.100 Home Businesses.

**Public Service Center
Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**

ADA COMPLIANCE PROGRAM:



For an alternate format, contact the Clark County ADA Compliance Office, V (360) 397-2375-2025; TTY (360) 397-2445; E-Mail: ADA@clark.wa.gov

Attachments:

- **Attachment C-1** - Home Business Definitions
- **Attachment C-2** - Table 40.260-100-1 Rural Major Home Business Requirements
- **Attachment C-3** – L3 Screening Standards
- **Attachment C-4** – Existing Home Business on or before January 1, 2001 Urban Applicant Agreement and County Decision
- **Attachment C-5** – Existing Home Business on or before January 1, 2001 Rural Applicant Agreement and County Decision
- **Attachment C-6** - Clark County Home Business Proposal, Private Road Neighborhood Agreement

Home Business Definitions

Activity area - See home business activity area.

Gross Floor Area - includes basement and attached garage, but does not include an unfinished attic or a detached garage.

Heavy equipment - means any free-standing piece of equipment with a gross vehicle weight of 15,000 pounds (as defined by the manufacturer) or greater that is used for the purpose of a home business and that is typically transported to a job site by a vehicle. The term shall include equipment that is motorized or non-motorized, stationary, or self-propelled. Tools or pieces of machinery that are permanently located within an accessory structure shall not be counted as heavy equipment for the purposes of this section. 3. Home business. Home business means a business in conjunction with a residential use which results in financial remuneration from a product or service and is conducted by at least one resident occupying the dwelling on the subject property.

Home business activity area - (hereafter activity area) means a defined outside area used in conjunction with a home business that includes all outside activities associated with the home business, including, but not limited to parking areas used for business vehicles and equipment, areas used for loading and unloading, worker or client parking areas, and areas used for outdoor storage.

Incidental retail sales - means retail sales that are ancillary and secondary to the home business, such as selling shampoo from a home hair salon.

Outdoor Storage - means the outdoor holding of any materials or merchandise, whether covered or uncovered, used or associated with a home business.

Trailer - is a non-motorized vehicle that is licensed for road use that is used exclusively, or in part, for the purpose of a home business. Trailers equipped by the manufacturer as combination tractor-trailers shall not be counted as a separate trailer, but shall be considered together with their tractor a part of a single vehicle.

Vehicle – (for the purposes of this ordinance) means any motorized vehicle licensed for road use that is used exclusively, or in part, for the purpose of a home business. A vehicle equipped by the manufacturer to serve as a combination tractor-trailer shall be counted as a single vehicle.

Attachment C-2

TABLE 40.260.100-1 Rural Major Home Business Requirements						
Lot size (acres) ¹	≥ 2.5 & < 5	≥ 5 & < 7.5	≥ 7.5 & < 10	≥ 10 & < 15	≥ 15 & < 20	≥ 20
Maximum allowable use of accessory structures (sq. ft.) ²	2,500	3,000	3,500	4,000	4,500	5,000
Maximum number of non-resident employees ³	4	4	4	6	6	6
Maximum activity area ⁴	2% of parcel size	2% of parcel size	2% of parcel size	2% of parcel size	2% of parcel size	2% of parcel size
Maximum number of vehicles	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵
Maximum number of trailers	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵
Maximum number of pieces of heavy equipment	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵	No limit ⁵
Maximum number of trips per day (roundtrips)	6	8	10	12	12	14

Footnotes:

¹ Parcels in contiguous ownership may **not** be added together for purposes of determining parcel size.

² Accessory structure is defined in Section 40.100.070, and does not include an attached garage.

³ Includes contract employees and full-time employee equivalents.

⁴ As defined in Subsection 40.260.100(C)(4).

⁵ Must be kept within the landscaped/screened activity area.

Attachment C-3

L3 Screening Standards

Intent The L3 standard provides physical and visual separation between uses or development principally using screening. It is used where such separation is warranted by a proposed development, notwithstanding loss of direct views.

Required Materials The L3 standard requires enough high shrubs to form a screen six (6) feet high and ninety-five percent (95%) opaque year around. In addition, one (1) tree is required per thirty (30) lineal feet of landscaped area or as appropriate to provide a tree canopy over the landscaped area. Groundcover plants must fully cover the remainder of the landscaped area. A six (6) foot high wall or fence that complies with an F1 or F2 standard (see Figure 40.320.010-6 and Figure 40.320.010-7 below) with or without a berm may be substituted for shrubs, but the trees and groundcover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area (see Figure 40.320.010-3 below).

Figure 40.320.010-3
L3 - High Screen Landscaping

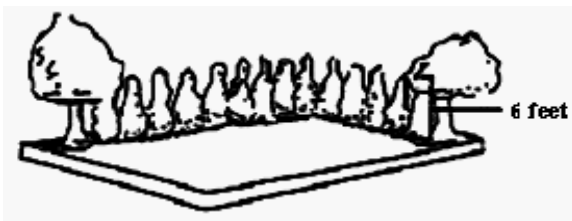


Figure 40.320.010-6
F1 - Partially Sight Obscuring Fence

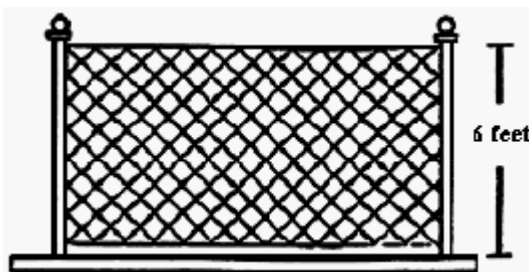
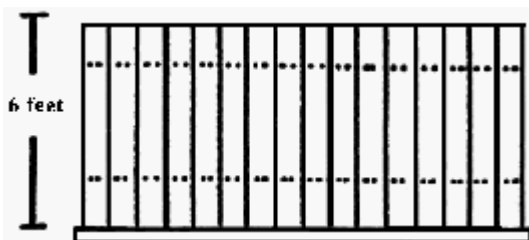


Figure 40.320.010-7
F2 - Totally Sight Obscuring Fence



Attachment C-4

**EXISTING HOME BUSINESS
ON OR BEFORE JANUARY 1, 2001
URBAN
APPLICANT AGREEMENT AND
COUNTY DECISION**

Case Number (Assigned upon application):

Applicant Name:

Home Business Address:

Description of Home Business: _____

The following is a list of the required conditions for an existing home business established on or before January 1, 2001 – Urban. Please read and initial each item, and sign the certification agreeing to comply with these conditions.

<input type="checkbox"/>	Application for a home business permit was requested by June 15, 2005;
<input type="checkbox"/>	Evidence has been provided that proves the existing home business has been in continuous operation since January 1, 2001;
<input type="checkbox"/>	Evidence has been provided that proves the existing business is in compliance with applicable state licensing, registration, and taxing regulations;
<input type="checkbox"/>	The home business permit is property-specific, personal to the original application and is not transferable;
<input type="checkbox"/>	All standards and conditions of approval must be met by June 15, 2006;
<input type="checkbox"/>	No more than 10% of the parcel shall be used as an activity area and shall be landscaped or screened to an L3 standard (per CCC, Section 40.320.010);
<input type="checkbox"/>	Storage and heavy equipment and material outside only within the activity area;
<input type="checkbox"/>	The business footprints and activity area shall remain the size existing on June 15, 2004, unless any increase complies with the standards for new home businesses. The extent of my home business on June 15, 2004 includes: <input type="text"/> square feet of business area within the home, <input type="text"/> square feet of business area within accessory structures; <input type="text"/> square feet of outside activity area; <input type="text"/> square feet of outside storage; <input type="text"/> number of employees; <input type="text"/> number of customer per day; <input type="text"/> number of signs, and <input type="text"/> total square feet of sign area;
<input type="checkbox"/>	Only one home business sign of two square feet or less is allowed;

- ☐ On-site retail (other than incidental), adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, automotive recycling material facilities are prohibited;
- ☐ The home businesses complies with all state and county regulations governing nuisance effects, including Chapter 9.24 Nuisances, and with the following standards: Noise: Home businesses shall comply with state maximum environmental noise levels as defined in WAC Chapter 173-60; Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line; and, Electromagnetic radiation and line fluctuation: Any business activities or use of equipment that creates visible or audible interference in radio or television receivers or fluctuations in line voltage at or beyond the property line is prohibited; and,
- ☐ Any use of hazardous material or disposal of hazardous waste by home-based businesses shall comply with all applicable federal, state and local regulations. Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems.

Home Businesses on Private Roads

- ☐ The home business is **not** accessed from a private road, **OR**
- ☐ The home business is accessed from a private road.; and,
- ☐ I have submitted a neighborhood agreement signed by all property owners having access to the subject private road, indicating their agreement that the safety and maintenance impacts are adequately mitigated (see sample Neighborhood Agreement); **OR**,
- ☐ I have **not** submitted a neighborhood agreement, but have applied for a Type II Home Business Private Road Access Review.

I have read and understand the above conditions for an Existing Home Business – Urban, and agree to abide by these conditions; and certify that all information submitted with this application is complete and correct. I understand that I must continually meet these standards in order to maintain a valid permit, and that this permit shall be automatically void if I change residences. **I attest that all structures used for this home business are in compliance with applicable building and fire codes.**

Applicant Signature _____ Date _____
(Letter of authorization required if other than property owner)

Staff use only:

DECISION

Findings:

1. The subject parcel is zoned ; and the proposed use (i.e., home business) is/ is not a permitted use, conditional use or review and approval use listed within this zone; and,

Based on the information submitted in the application packet, the above certification, and other information in County records, County staff has reviewed this request against the applicable standards and criteria in Clark County Code Section 40.260.100, summarized above, and have determined that permit application is:

DENIED

Reason: _____

APPROVED, subject to the standard conditions identified above and additional conditions listed below:

1. _____
2. _____
3. _____

STAFF: _____ **DATE:** _____

Attachment C-5

**EXISTING HOME BUSINESS
ON OR BEFORE JANUARY 1, 2001**

**RURAL
APPLICANT AGREEMENT AND COUNTY DECISION**

Case Number (Assigned upon application):

Applicant Name:

Home Business Address:

Description of Home Business: _____

The following is a list of the required conditions for an existing home business established on or before January 1, 2001 – Rural. Please read and initial each item, and sign the certification agreeing to comply with these conditions.

- ☐ Application for a home business permit was requests by June 15, 2005;
- ☐ Evidence has been provided that proves the existing home business has been in continuous operation since January 1, 2001;
- ☐ Evidence has been provided that proves the existing business is in compliance with applicable state licensing, registration, and taxing regulations;
- ☐ The home business permit is property-specific, personal to the original application and is not transferable;
- ☐ All standards and conditions of approval must be met by June 15, 2006;
- ☐ The activity area shall be landscaped or screened to an L3 standard (See attachment C);
- ☐ Storage and heavy equipment and material outside only within the activity area;
- ☐ The business footprints and activity area shall remain the size existing on June 15, 2004, unless any increase complies with the standards for new home businesses. The extent of my home business on June 15, 2004 includes: square feet of business area within the home, square feet of business area within accessory structures; square feet of outside activity area; square feet of outside storage; number of employees; number of customer per day; number of signs, and total square feet of sign area;
- ☐ Only one home business sign of two square feet of less is allowed;
- ☐ Storage of heavy equipment and material is allowed outside only in the activity areas;
- ☐ On-site retail (other than incidental), adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, and automotive recycling material facilities are prohibited;

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The home businesses complies with all state and county regulations governing nuisance effects, including Chapter 9.24 Nuisances, and with the following standards: Noise: Home businesses shall comply with state maximum environmental noise levels as defined in WAC Chapter 173-60; Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line; and, Electromagnetic radiation and line fluctuation: Any business activities or use of equipment that creates visible or audible interference in radio or television receivers or fluctuations in line voltage at or beyond the property line is prohibited; and,

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Any use of hazardous material or disposal of hazardous waste by home-based businesses shall comply with all applicable federal, state and local regulations. Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems.

Home Businesses on Private Roads

☐

The home business is not accessed from a private road, **OR**

☐

The home business is accessed from a private road.; and,

☐

I have submitted a neighborhood agreement signed by all property owners having access to the subject private road, indicating their agreement that the safety and maintenance impacts are adequately mitigated (see sample Neighborhood Agreement); **OR**,

☐

I have not submitted a neighborhood agreement, but have applied for a Type II Home Business Private Road Access Review.

I have read and understand the above conditions for an Existing Home Business – Urban, and agree to abide by these conditions; and certify that all information submitted with this application is complete and correct. I understand that I must continually meet these standards in order to maintain a valid permit, and that this permit shall be automatically void if I change residences. **I attest that all structures used for this home business are in compliance with applicable building and fire codes.**

Applicant Signature _____ Date _____
(Letter of authorization required if other than property owner)

Staff use only:

DECISION

Findings:

1. The subject parcel is zoned ; and the proposed use (i.e., home business) is/ is not a permitted use, conditional use or review and approval use listed within this zone.
- 2.
- 3.

Based on the information submitted in the application packet, the above certification, and other information in County records, County staff has reviewed this request against the applicable standards and criteria in Clark County Code Section 40.260.100, summarized above, and have determined that permit application is:

DENIED

Reason: _____

APPROVED, subject to the standard conditions identified above and additional conditions listed below:

1. _____
2. _____
3. _____

STAFF: _____ **DATE:** _____

**Clark County
Home Business Proposal
Private Roadway Neighborhood Agreement**

The undersigned parties have access onto a common private roadway that will provide access to the proposed home business, located at _____. We, the undersigned property owners, agree that the roadway safety and maintenance impacts are adequately mitigated, subject to the conditions specified below, approval by Clark County, and compliance with the standards and condition of approvals set out under Clark County Code, Section 40.260.100.

Agreement is subject to the following conditions:

- 1.
- 2.
- 3.

Property Owner Name	Address	Phone Number	Owner's signature	Date Signed

I declare that I have reviewed the public records and determined all those having access to the private roadway are listed above, and that all signatures above are those of the respective property owners. I am aware that Clark County will rely on the accuracy of this information when processing my application. I certify under penalty of perjury under the laws of the State of Washington that the information above is true and correct.

Signed this _____ day of _____, 2004, in _____,
_____ County, Washington.

Home Business Owner Name: _____ Date: _____

Home Business Owner Signature: _____

DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

Assigned at Customer Service Center	CASE NUMBER:	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

Environmental/Critical Areas:

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

Land Division:

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (___ Infill)
- ☐ Subdivision (___ Infill)

Miscellaneous:

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

Planning Director Review:

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change

DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



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TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

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